



## MaineCare Services

An Office of the  
Department of Health and Human Services

John E. Baldacci, Governor

Brenda M. Harvey, Commissioner

### Tips for Waiver Provider Re-Enrollment MIHMS (Maine Integrated Health Management Solution)

\*\*\*\*\*

IF YOU HAVE NOT SUBMITTED YOUR MIHMS ENROLLMENT YET,  
PLEASE DO SO BY DECEMBER 23<sup>rd</sup> 2009!

Please be sure that you understand each of the bullets below before you submit your enrollment.  
Contact us at 800-321-5557 option 8 or [Heather.House@maine.gov](mailto:Heather.House@maine.gov) if you need assistance.

AS LONG AS YOUR APPLICATION IS SUBMITTED BY DECEMBER 23<sup>rd</sup>,  
YOU WILL BE READY FOR MIHMS GO-LIVE!

#### ● Enumeration types:

- If you are an Individual providing services under your social security number, you would have enumerated as a Type 1-Individual and you would have chosen Type 1-Individual operating as a Organization (Group or Facility/Agency) in your MIHMS re-enrollment application.
- If you have obtained a Type 2 Organization NPI using a Federal Employer Identification Number, you should enroll using a Type 2 Organization enumeration type in MIHMS.
- If you think you did not follow the above instructions, please contact Heather House at [Heather.House@maine.gov](mailto:Heather.House@maine.gov) or 800-321-5557 option 8.

#### ● Expired licenses:

- If you have a licensed home and your license/s are expired, please send the 3 page Application For Re-licensure and a copy of the cancelled check (if one is easily available) for the \$10.00 fee for each bed requested.
- Enter the most recent license number and extend the date of that license by 6 months.

#### ● License Issue:

- If your organization operates a multi unit residence, for example, 4 apartments with 2 consumers in each unit at 25 Main Street, you will need to enroll each apartment as a separate location, such as 25 Main Street Apt A, Main Street Apt B, and so on

● Provider Specialties for Section 21:

- When you are enrolling and choosing your specialty, you have 2 specialties to choose from; MR Waiver (Section 21) or MR Support Waiver (Section 29).
- When you choose MR Waiver as your specialty, you are prompted to answer what type of Home Support Model you provide. If you do not provide home support services at that location, we have created a work-around for you. Please choose Family Center Support Model and enter “0” when asked how many members you serve. (This will be modified in the future to allow you to choose, “No Home Support Provider at this Location”.)

● Home Support Provided by an Agency and Shared Living Homes:

- Make sure that you are enrolling all of your Agency Run Homes and Shared Living Homes.
- The Independent Living Model can be entered at an administrative or home office.

● Day Habilitation Services (Section 24):

- Don’t forget that your Day Habilitation Services (Section 24) can not be enrolled under the same NPI as your Waiver Services or other health related services. You may apply for a separate NPI or MIHMS can assign you an atypical provider identifier. At this time, it would be quicker to opt for the atypical provider identifier.
- Children’s services can be provided from an administrative or home office; you do not need to enroll each home. This is the rule for Section 24 only.

● Work Support, Community Support and Home Support:

- Some providers have created numerous locations for Work Support, Community Support and Home Support which are all provided out of the same office. You do not need to create multiple locations for this scenario. You need one location with specialties that depend upon the population serviced at that location. If you see both Section 21 and 29 members, you would just add both MR Waiver and MR Support Waiver as specialties.

● Who to Contact:

- If you know that you need to make corrections based on the information provided above, please contact Heather House at [Heather.House@maine.gov](mailto:Heather.House@maine.gov) or 800-321-5557 option 8.
- If you have submitted your application you may choose to wait to hear from us.
- If you have not submitted your application, please do so or contact us with questions.